

PUBLIC UTILITIES - WATER AND SEWER FUND SUMMARY

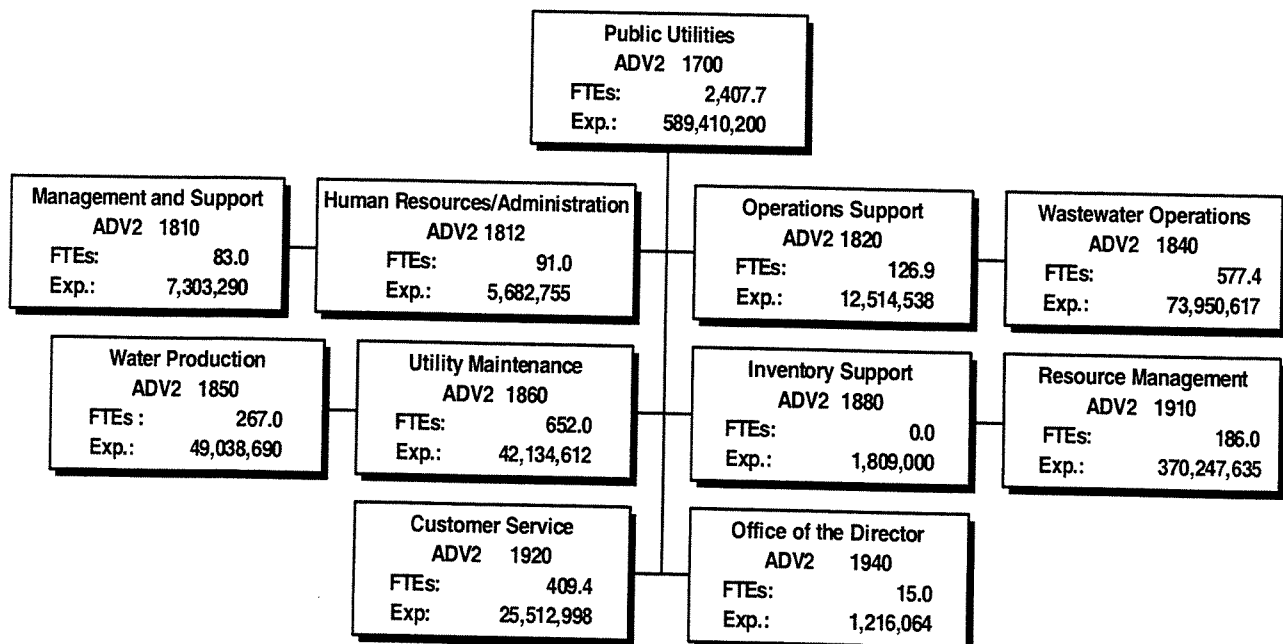
Public Utilities - Water and Sewer is the section of the Public Works and Engineering Department (PWE) that operates the City's water and wastewater facilities and also plans for the future water and wastewater needs of the City. The Water and Sewer Fund continues to optimize and streamline operations to provide high quality service at a more competitive value to the ratepayers. No rate increase is necessary in FY2004 due to a planned debt defeasance in FY2003 and the discontinuance of funding to the Accumulated Unexpended Fund.

This year, the Water and Sewer Fund continues to implement competitive work practices, install technology, implement procedures and enhance training in order to deliver high value service to customers, preserve facilities and meet environmental and regulatory standards.

The FY2004 Budget of \$589,410,200, is comprised of: \$297,659,472 for maintenance and operations, \$218,343,000 for System Debt Service, and \$73,407,728 for a combination of renewal and replacement, capital expenditures and discretionary debt. The ending fund balance will be \$38,197,556. The major revenue sources are water and sewer sales to commercial and residential customers, as well as participating municipalities.

In FY2004, the Water and Sewer Fund will continue to focus on the following:

- Maintain the "Superior" water system rating.
- Manage wastewater operations in compliance with the Texas Commission on Environmental Quality (TCEQ), and Environmental Protection Agency (EPA) permits.
- Further reduce the City's use of ground water to achieve compliance with mandates of the Harris Galveston Coastal Subsidence District.
- Continue the implementation of the Automatic Meter Reading Project. Over four hundred thousand accounts will be automated upon completion of the project.
- Implement major plant integration of SCADA Systems.
- Expand the East Water Treatment Plant.
- Oversee the Houston Area Water Corporation (HAWC) and begin to fund its M&O expenses and debt service.



FISCAL YEAR 2004 BUDGET

Fund Summary

Fund Name : Pub Wrks & Engr/Public Utilities
Department Name : Public Works and Engineering
Fund/Department No. : 701 / 20

	<u>FY2003 BUDGET</u>	<u>FY2003 ESTIMATE</u>	<u>FY2004 BUDGET</u>
Beginning Fund Equity	40,173,000	40,173,000	38,197,556
Provision for Bad Debt	0	0	0
Current Revenues	<u>581,472,900</u>	<u>559,460,100</u>	<u>589,410,200</u>
Total Available Resources	<u>621,645,900</u>	<u>599,633,100</u>	<u>627,607,756</u>
Maintenance and Operations	287,797,326	277,337,544	297,659,472
Debt Service	227,856,226	207,849,000	218,343,000
Renewal/Replacement Cap. Exp.	<u>65,819,348</u>	<u>76,249,000</u>	<u>73,407,728</u>
Total Expense	581,472,900	561,435,544	589,410,200
Planned Ending Fund Equity	<u>40,173,000</u>	<u>38,197,556</u>	<u>38,197,556</u>
Total Budget	<u>621,645,900</u>	<u>599,633,100</u>	<u>627,607,756</u>



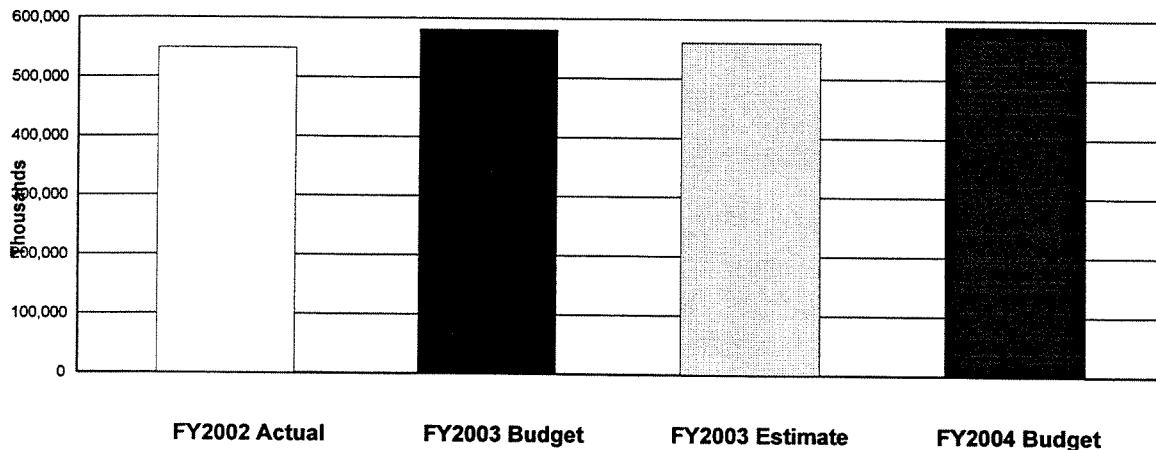
FISCAL YEAR 2004 BUDGET

Department Budget Summary

Fund Name : Pub Wrks & Engr/Public Utilities
Department Name : Public Works and Engineering
Fund/Department No. : 701 / 20

		<u>FY2002 Actual</u>	<u>FY2003 Budget</u>	<u>FY2003 Estimate</u>	<u>FY2004 Budget</u>
Expenditure Summary	Personnel Services	102,719,333	107,672,754	107,410,638	116,359,875
	Supplies	23,102,542	22,792,178	23,746,475	24,507,898
	Other Services and Charges	118,737,128	157,332,394	146,180,431	156,791,699
	Total M & O Expenditures	244,559,003	287,797,326	277,337,544	297,659,472
	Debt Service & Other Uses	304,875,394	293,675,574	284,098,000	291,750,728
	Total Expenditures	549,434,397	581,472,900	561,435,544	589,410,200
Revenue Summary		553,741,293	581,472,900	559,460,100	589,410,200
Staffing Summary	Full-Time Equivalents - Civilian	2,020.1	2,334.6	2,097.6	2,407.7
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Total	2,020.1	2,334.6	2,097.6	2,407.7
	Full-Time Equivalents-Overtime	226.5	141.4	242.4	204.7
Budget Highlights	<ul style="list-style-type: none"> o Install 300 new fire hydrants to improve fire protection services in older neighborhoods. o Provide additional funding to cover increased health benefits costs and security costs. o Expansion of the East Water Treatment Plant to 350mgd. o Replace 25 miles of undersized (<2inch) water lines to improve neighborhood drinking water quality. o Expand Security and Terrorism Response measures throughout the water and wastewater utility. o Transfer 11 network positions from Public Utilities to Information Technology Department. 				

**Pub Wrks & Engr/Public Utilities
Public Works and Engineering
Expenditure Summary**



FISCAL YEAR 2004 BUDGET

Department Program Summary	
Fund Name : Pub Wrks & Engr/Public Utilities Department Name : Public Works and Engineering Fund/Department No. : 701 / 20	
Program Description	Program Objectives
Management and Support 1810 Public Utilities Admin. 1811 Manage, lead and support the City of Houston's water distribution / wastewater treatment plants comprised of 2,410 employees, a budget of \$589 million dollars, and serving a population of 4 million.	Successfully meet the service and financial expectation of the City administration, City Council and Regulatory Agencies. Comply with Regulatory Laws while maintaining excellent customer service.
Human Resources/Administration 1812 Employee Relations 1812 Administer and monitor programs to ensure that policies and procedures are enforced.	Reduce drug and alcohol use in the workplace; process Step II grievances in a timely manner.
Management and Support 1810 Consumer Affairs 1815 This program was consolidated into 3-1-1.	Not Available
Human Resources/Administration 1812 Safety 1817 Provide training in DDC, HAZCOM, Back Injury, CPR, first aid, and various safety practices; provide safety awareness initiatives including workplace health, safety and accident counseling; act as liaison between departments, state and local regulatory agencies.	Reduce workers compensation claims; provide field safety audit; provide training to PWE employees; maintain safety training records; coordinate safety awareness to new hires; and customize safety courses upon request.
Human Resources/Administration 1812 Professional Development 1818 Provide formal learning and staff development programs aimed at meeting the needs of City departments in four areas: Technology, Technical (PWE specific), Business Management and Safety.	Provide quality learning programs that enhance the efficiency and productivity of participants and meet specific department/employee needs. Provide internal consulting services to departments and utilize management consultants along with adjunct professors for support.
Operations Support Division 1820 Technical Support 1821 Provides for protection of sanitary sewer collection system and wastewater treatment plants through issuance of wastewater capacity reservations; review requests for creation of water districts; coordinate with Neighborhood Protection for new water/sewer lines.	Respond to 90% of WCR applications within 14 days. Review 95% of petitions for water district creation and RCA's within 21 days; Notify and refer 100% of eligible customers to the Neighborhood Protection for enforcement actions. Review 95% of water/waste plans.

FISCAL YEAR 2004 BUDGET

Department Program Summary									
Fund Name : Pub Wrks & Engr/Public Utilities Department Name : Public Works and Engineering Fund/Department No. : 701 / 20									
Program Performance Measures	FY2002 Actual			FY2003 Estimate			FY2004 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
Continue to support various operations of the Public Utilities Division while maintaining excellent service.	100%			100%			100%		
	10.3	1,126,491		9.0	1,186,245		11.0	1,229,581	
Drug and alcohol tests	1,600			1,700			1,700		
Positive drug tests	1.8%			1.5%			1.5%		
Average number of days to complete grievance	26			0			0		
School-to-work/outreach	32			32			32		
	12.9	806,853		13.0	736,456		16.0	933,751	
NA									
	0.0	(172,350)		0.0	0		0.0	0	
DDC Customers	1,200			900			1,000		
Safety Events	4,849			3,500			4,500		
Safety Audits/Inspections	350			350			400		
	6.5	424,558		6.0	451,773		9.0	556,132	
Customers (internal)	20,739			21,481			23,000		
Customers(external)	4,997			5,774			5,774		
Utilization of Cape (%)	67%			71%			75%		
Training hrs per employee	24			18			19		
	11.5	1,033,517		15.0	1,132,004		19.0	1,432,528	
District resp w/in 21 days	96%			90%			96%		
Notification to connect	100%			100%			100%		
Plans reviewed w/in 2 days	97%			98%			95%		
JRC responses w/in 14 days	95%			96%			95%		
Respond to WCR w/in 14day	85%			91%			90%		
	33.1	2,427,855		35.9	2,664,500		38.0	2,415,981	

FISCAL YEAR 2004 BUDGET

Department Program Summary	
Fund Name : Pub Wrks & Engr/Public Utilities Department Name : Public Works and Engineering Fund/Department No. : 701 / 20	
Program Description	Program Objectives
Operations Support Division 1820 Graphic Engineering 1822 Provide updated and upgraded information for water, storm and wastewater facilities; manage and maintain GIMS; manage corrosion control program; develop and review corrosion specification for Engineering. Provide programming and system for G&EM software.	Provide digital information on infrastructure, the City's water, wastewater and storm corrosion. Establish maintenance program for cathodic protection. Utilize GIS (GIMS/IMS) technology to make the City the leading computerized utility in the country.
Operations Support Division 1820 Information Systems 1823 Support automated information analysis, reporting requirements, data networks, voice networks, radio support and system maintenance for the department.	Provide support for analysis, design, programming, implementation and maintenance of automated information systems; provide technical support for computer hardware installations and LAN/WAN environments; provide radio/voice communication support.
Operations Support Division 1820 Planning 1824 Coordinate and develop the water/wastewater CIP; implement water conservation plan; participate in long range water supply for Region H; coordinate State Revolving Fund program; manage contracts, projects and programs.	Develop a needs assessment and priority assignment procedure; provide quality services to customers; implement Water Conservation Plan for Houston area and coordinate SRF and TWDB program.
Wastewater Operations 1840 Management and Quality Control 1841 Provide management of the City's wastewater facility assets; administer the Industrial Wastewater Ordinance; and ensure the wastewater facilities are compliant with all Texas Commission on Environmental Quality (TCEQ) and the Environmental Protection Agency regulations.	Internal inspections at all wastewater treatment facilities; pass the EPA annual QA/QC audit for laboratories; enforce EPA industrial pretreatment requirements; and ensure 100% accurate and timely reporting of the number of certified operators to TCEQ and EPA; inc.
Wastewater Operations 1840 Satellite Plants Operations 1842 Process raw wastewater by physical and biological treatment methods at 36 satellite treatment plants in compliance with the TCEQ and the EPA standards.	Treat 100% of all Total Suspended Solids (TSS) and Biochemical Oxygen Demand (BOD) received by WWTPs; Remove maximum Total Suspended Solids in wastewater; Provide high quality maintenance to all fixed assets on WWTPs.
Wastewater Operations 1840 Major Plants Operations 1843 Process raw wastewater by physical and biological treatment methods at 5 major wastewater treatment plants in compliance with Texas Commission on Environmental Quality (TCEQ) and the Environmental Protection Agency (EPA) standards.	Treat 100% of all Total Suspended Solids(TSS) and Biochemical Oxygen Demand (BOD) received by WWTPs; Remove maximum Total Suspended Solids in wastewater; Provide high quality maintenance to all fixed assets on WWTPs.

FISCAL YEAR 2004 BUDGET

Department Program Summary									
Fund Name : Pub Wrks & Engr/Public Utilities Department Name : Public Works and Engineering Fund/Department No. : 701 / 20									
Program Performance Measures	FY2002 Actual			FY2003 Estimate			FY2004 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
Test stations installed	91			105			105		
Special GIMS applications	45			45			50		
Added GIMS users	350			200			150		
Update GIMS files	N/A			950			1,100		
Corrosion control (miles)	270			294			294		
	24.5	4,450,865		29.5	4,498,017		25.4	3,369,691	
Hardware support calls	7,250			7,950			8,850		
Radio equip. availability	99%			99%			99%		
Voice service calls	3,946			5,400			7,000		
Program supported	6,578			7,700			9,000		
	40.9	3,250,451		41.0	3,180,561		39.9	3,649,060	
Regional/Utility Planning	1,500			1,500			1,500		
Manage contracts/projects	40			40			40		
Coordinate State Revolving Funds (\$Millions)	71.7			71.7			85		
	19.0	1,962,182		22.0	2,508,491		23.6	3,079,806	
Internal inspections	49			10			12		
Operators certified	95%			95%			95%		
Total samples analyzed	153,329			151,894			152,600		
Total analysis	243,097			232,220			237,700		
	53.7	6,768,689		63.0	6,463,593		71.0	7,756,396	
BOD tons treated/year	20,972			24,708			22,800		
TSS tons treated/year	28,151			31,138			29,600		
Mil. gal. flow treated/yr.	35,270			40,537			37,900		
Solids tons disposed/year	27,479			30,450			29,000		
	88.4	20,531,183		75.0	21,056,733		104.2	21,356,753	
BOD tons treated/year	41,173			41,770			41,500		
TSS tons treated/year	92,324			101,254			96,800		
Mil. gal. flow treated/yr.	57,941			61,560			59,800		
Solids tons disposed/year	90,627			99,338			95,000		
	124.3	21,155,285		150.0	25,320,490		165.0	25,917,314	

FISCAL YEAR 2004 BUDGET

Department Program Summary	
Fund Name : Pub Wrks & Engr/Public Utilities Department Name : Public Works and Engineering Fund/Department No. : 701 / 20	
Program Description	Program Objectives
Wastewater Operations 1840 Electrical & Instrumentation 1844 Provide timely and accurate electrical and instrumentation services and training to the Wastewater Operations Branch systems and facilities; Support the SCADA system and Wastewater Control Center.	Reduce electrical and instrumentation costs through process control improvements; Reduce labor and material costs through cross training and preventive maintenance; Reduce division operating costs through continued installation of SCADA.
Wastewater Operations 1840 Collection System Operations 1845 Manage wastewater treatment collection system of over 5,500 miles and maintain approximately 358 lift stations in compliance with TCEQ and the EPA standards.	Maintain lift stations; Clean and televise sewer lines; Remove blockages; Manage rehabilitation; Conduct flow monitoring of collection system.
Wastewater Operations 1840 Resource Support 1846 Provide accounting, budget, contract compliance, engineering, financial, human resource, procurement, SCADA, vehicle and warehouse support to Wastewater Operations Branch to meet TCEQ & EPA standards.	Reduce the number of purchase orders processed per year, thereby reducing administrative costs. Increase the number of purchase card transactions to increase the timeliness of materials and services received and reduce on hand inventory.
Water Production 1850 Process Operations & Technical Support 1851 The Water Quality Control Group operates the City's regulatory driven water quality control program and provides technical support to the other Branch sections. The group is comprised of two water labs and an environmental service group at Lake Houston.	Ensure the highest quality tap water is being delivered to the citizens of Houston; Maintain no violations of drinking water quality standards.
Water Production 1850 System Development & Information Mgmt. 1852 Initiate programs with new technology to improve reliability and comply with the TCEQ Rules & Regulations of Groundwater facilities. Monitor the effectiveness and efficiency of pumping facilities.	Improve the integrity of the infrastructure by continuing the contract for tank cleaning, replace/rehab of large valves; Cut and plug contract at the decommissioned wells and plant sites. Prepare decommissioned sites for sale; Initiate automatic flush device program.
Water Production 1850 Ground Water Operations 1853 Provide drinking water from wells throughout the metropolitan area in compliance with the rules of the TCEQ and Harris Galveston Coastal Subsidence District.	Maintain superior water rating; Maintain ground to surface water ratio usage requirement for Area 2 of the Harris Galveston Coastal Subsidence District; Maintain zero SDWA violations.

FISCAL YEAR 2004 BUDGET

Department Program Summary									
Fund Name : Pub Wrks & Engr/Public Utilities Department Name : Public Works and Engineering Fund/Department No. : 701 / 20									
Program Performance Measures	FY2002 Actual			FY2003 Estimate			FY2004 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
No. crossed trained emp.	142			100			100		
Facilities installed SCADA	7			7			6		
	49.4	5,740,639		45.0	3,953,838		41.9	5,085,745	
Sewer Lines Cleaned (Feet)	764,658			764,658			1,500,000		
Sewer Lines Rehabilitated	720,000			800,000			800,000		
	61.4	5,986,619		72.0	5,388,763		143.7	8,058,885	
No. non-contract purchase orders	153			190			185		
No. contract purchase orders	174			170			165		
Purchase card transactions	4,728			5,000			5,000		
	28.9	3,285,787		45.0	4,443,493		51.6	5,775,524	
Total lab water analysis	239,708			350,000			500,000		
SDWA Violations	0			0			0		
	30.8	2,626,998		29.0	2,695,595		34.8	2,898,487	
Demolish abandoned fac.	6			0			2		
Repair/replace large valve	26			25			40		
Tank cleaning	50			50			50		
Cut/plug decomm. wells	40			1			5		
Customer complaints	2,693			2,900			<3,000		
	26.8	3,874,842		31.0	4,691,511		38.7	5,351,885	
HGCSD compliance	100%			100%			100%		
SDWA violations	0			0			0		
Groundwater Production Citywide	42.0 BG			40.2 BG			39.15 BG		
	39.3	15,195,198		40.0	11,018,431		50.1	12,709,133	

FISCAL YEAR 2004 BUDGET

Department Program Summary	
Fund Name : Pub Wrks & Engr/Public Utilities Department Name : Public Works and Engineering Fund/Department No. : 701 / 20	
Program Description	Program Objectives
Water Production 1850 Production Maintenance 1854 Maintain water production ground water systems and facilities to assure reliable delivery of a quality product to customers; minimize energy and labor costs required to provide this utility service.	Minimize equipment outages through a systematic preventative maintenance program.
Water Production 1850 Surface Water Operations 1856 Provide 24 hour continuous operations for the production of potable water; Meet applicable state and federal regulations; Operate sludge dewatering facility and the onsite land application facility.	Provide uninterrupted supply of surface water complying with all regulatory requirements; Process and landfill all sludge generated in the treatment process; Comply with IESWTR and Stage 1 of D/DBPR.
Water Production 1850 Surface Water Maintenance 1857 Maintain surface water treatment systems and facilities to assure reliable plant operation.	Minimize equipment outages through a systematic preventative maintenance program.
Water Production 1850 Southeast Water Purification Plant 1858 Provide 24 hour continuous operations for the production of potable water for the City and other co-participants in the SEWPP Project. Meet all state and federal regulations; Administer contract with private contractor.	Maintain compliance with all regulatory requirements and contractual obligations. Comply with IESWTR and stage 1 of D/DBPR eff. 01/01/02. Oversee contract with new service provider.
Water Production 1850 Employee Services 1859 Provide professional support and services to all Water Production employees; Assist management in progressive employee discipline and special projects of interest to employees.	Develop and implement programs that achieve objectives of the Employee Service Section by streamlining the payroll process and providing in house training.
Utility Maintenance 1860 Management and Support 1861 Provide management, administration, training, long range plans, budget and safety support to the branch. Also provide inspection and quality assurance on all repair and service contracts.	Provide management support services to include budgeting and purchasing, which will enable the maintenance programs to maximize productivity and customer satisfaction.

FISCAL YEAR 2004 BUDGET

Department Program Summary									
Fund Name : Pub Wrks & Engr/Public Utilities Department Name : Public Works and Engineering Fund/Department No. : 701 /20									
Program Performance Measures	FY2002 Actual			FY2003 Estimate			FY2004 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
No. of maint. work orders	4,955			6,000			6,000		
	66.2	4,861,331		71.0	5,224,300		69.7	5,643,995	
Production of surface water (BGY)	0			0			0		
SDWA violations	71.70 bill.			71.18 bill.			76.86 bill.		
	0			0			0		
	33.5	9,833,930		36.0	10,411,361		37.8	10,785,876	
No. of maint. work orders	4,690			4,700			4,700		
	30.3	2,724,463		31.0	2,976,700		29.4	2,952,255	
Production of surface water (BGY)	23.60 bill.			25.4 bill.			29.2bill.		
SCADA violations	0			0			0		
	2.3	6,222,703		3.0	8,209,875		2.8	8,521,402	
Process payroll/personnel related documents accurately and timely	100%			95%			95%		
	4.0	205,828		4.0	198,800		3.7	175,657	
# of payroll and personnel for division personnel	683			683			655		
# of employees trained	683			683			655		
	58.5	16,651,001		43.0	7,970,248		41.2	8,319,959	

FISCAL YEAR 2004 BUDGET

Department Program Summary

Fund Name : Pub Wrks & Engr/Public Utilities
Department Name : Public Works and Engineering
Fund/Department No. : 701 / 20

Program Description	Program Objectives
Management and Support 1810 Fleet Maintenance 1862 <p>Provides vehicle and equipment repair and preventive maintenance in support of the Public Utilities Division with a fleet in excess of 2,500 vehicles and construction equipment.</p>	<p>Maintain Public Utilities Fleet, assist in updating, reducing and instituting improved maintenance procedures. Administer State Inspection and Vendor contracts. Implement the Mayor's Clean Air Program, coordinating with other Agencies.</p>
Utility Maintenance 1860 System Maintenance 1863 <p>Maintain approx. 7,500 miles of water mains in the distribution system and approx. 5,500 miles of sewer lines in the collection system. Includes inspection and cleaning in the preventive maintenance program. Receive service requests from 3-1-1, maintain fire hydrants.</p>	<p>Complete repairs timely, efficiently and professionally. Support maintenance activities within 14 days after utility repairs on 100% of all work orders.</p>
Utility Maintenance 1860 Technical Services 1867 <p>Support quadrants in maintaining the City's sanitary collection system; clean and televise sanitary sewers; pinpoint repairs; manage manhole rehabilitation program; monitor contract for performance; approve contracts for payment.</p>	<p>Provide relief within 24 hours to 90% of reports of sewage in residences; clean sewer lines and remove blockages; perform rehabilitation and point repairs; conduct flow monitoring of collection system, using in-house and contract forces.</p>
Utility Maintenance 1860 Technical Services 1868 <p>The City is relocating water meters and household service lines to access new and larger water mains installed in streets. This offers increased service reliability and water quality. Repair 16" and larger water mains.</p>	<p>Relocation of water meters and service lines from customers' backyards to the front of properties; repair water mains in a timely manner.</p>
Utility Maintenance 1860 Technical Analysis Maintenance 1869 <p>Manage Kingwood, Point Repair, and fire hydrant replacement contracts. Survey and locate valves throughout the City as requested by contractors and city forces. Manage the Customers Response Group and respond to all citizen requests.</p>	<p>Manage point repair contracts according to specifications. Ensure valves in working and operable condition. Respond to citizen complaints in a timely manner.</p>
Utility Maintenance 1860 Building Services 1870 <p>Provide maintenance functions at 5 Utility Maintenance Branch facilities.</p>	<p>Maintain the facilities in accordance with the Building Services Department standards for maintaining facilities.</p>

FISCAL YEAR 2004 BUDGET

Department Program Summary									
Fund Name : Pub Wrks & Engr/Public Utilities Department Name : Public Works and Engineering Fund/Department No. : 701 / 20									
Program Performance Measures	FY2002 Actual			FY2003 Estimate			FY2004 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
Vehicle availability rate	95%			94%			94%		
Average repair time	3.5 days			3.5 days			3.5 days		
Lubes performed/Contracted	9,000			9,500			9,500		
Reduce fleet size	4.35%			1.00%			1.00%		
	0			0			0		
	62.0	4,266,332		62.9	6,035,760		72.0	6,073,709	
Sewer repairs completed	4,821			3,576			4,000		
Number of water repairs completed	8,926			9,400			9,600		
	319.9	21,243,179		354.6	22,336,635		390.4	21,434,148	
Sewer lines Rehabilitated	1,154,319								
Sewer cleaned (ft)	1,391,522								
Respond to sewer in-house calls within 24 hours	100%			90%			90%		
Stoppages cleared (ft)	38,617			38,500			39,600		
	109.2	7,939,672		131.2	9,948,789		80.1	4,735,720	
Service transfers completed	562			500			500		
Larger diameter main repairs completed	127			140			100		
Fire hydrant repairs compl	5,851			4,620			4,700		
	32.0	1,844,688		47.0	2,532,435		97.3	4,806,300	
# of Service Request rcd.	N/A			6,800			6,800		
# of Valve Work Orders rcd	N/A			3,000			3,000		
	26.8	1,571,562		0.0	888		38.0	1,694,448	
Respond to 95% of routine work orders w/in 7days	N/A			N/A			360		
Respond to 100% emergency work orders w/in 24hrs.	N/A			N/A			25		
	0.0	0		0.0	0		5.0	1,144,037	

FISCAL YEAR 2004 BUDGET

Department Program Summary	
Fund Name : Pub Wrks & Engr/Public Utilities Department Name : Public Works and Engineering Fund/Department No. : 701 / 20	
Program Description	Program Objectives
Inventory Support 1880 Inventory Support Division 1880 Manage an inventory which will be stored in 11 warehouses located throughout the City for use within the PW&E Department.	Develop more efficient techniques to reduce inventory variance. Reduce obsolete inventory to improve inventory turnover.
Resource Management 1910 Financial Management 1911 Provide services such as accounting, vouchering, expenditure control, budgeting, report generation, revenue reporting, fiscal management for PWE.	Process 100% of commodity invoices within 10 days of receipt by division; provide periodic cash flow projections for the water/sewer operations; prepare monthly financial reports that are timely and error free.
Resource Management 1910 Internal Auditing 1912 Assist management in evaluating the effectiveness of operations and control over assets. Ensure compliance with policies and procedures. Ensure proper recording and classifying of transactions.	Perform routine review of operations; review contracts and perform quarterly petty cash and change fund reviews; perform emergency and special assignments.
Resource Management 1910 INFORMATION TECHNOLOGY 1913 Provide PC, software, hardware and LAN/WAN services and support to various organizations within the department. Conduct systems training/application on GEM2000 and Advantage 2000. Monitor existing contracts and develop new performance procedures.	Install, configure, diagnose and maintain PCs, LAN/WAN connectivity, routers and hubs; install, upgrade, maintain interfaces and provide support for hardware and software; develop and maintain the GEM2000 fleet info. system and performance indicators.
Resource Management 1910 Materials Management 1914 Provide warehousing and procurement activities in the department with operating supplies and equipment to support the needs of all divisions. Manage existing contracts and provide assistance in development of new contractual agreements.	Provide services and materials in a timely manner at low cost and in accordance with all policies, regulations and statutes; develop and manage contractual agreements; monitor and oversee department's PCard activity.
Office of the Director 1940 Capital Projects Effectiveness Group 1915 Manage, coordinate and analyze the Capital Improvement Program. Provide CIP development support and tracking of the program implementation; Provide support with the public and private plan review process.	Monitor the implementation of the Capital Improvement Program. Provide project status updates and activity indicator reports.

FISCAL YEAR 2004 BUDGET

Department Program Summary									
Fund Name : Pub Wrks & Engr/Public Utilities Department Name : Public Works and Engineering Fund/Department No. : 701 / 20									
Program Performance Measures	FY2002 Actual			FY2003 Estimate			FY2004 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
Obsolescence reduction	0			0			0		
Inventory available rate	0			0			0		
Inventory turnover	0			0			0		
	0			0			0		
	0			0			0		
	0.0	2,186,242		0.0	1,934,000		0.0	1,809,000	
Invoices confirmed for pay within 10 days.	100%			100%			100%		
Prepare financial reports timely and error free	100%			100%			100%		
	53.2	334,719,480		55.0	346,240,886		57.0	360,395,958	
Major audits/operational reviews scheduled	16			20			20		
Contracts/other reviews	32			32			30		
Emergency/special tasks	70			10			15		
	5.8	363,978		5.0	593,669		15.0	996,142	
PC service calls performed	1,950			1,970			1,975		
PC support provided	450			450			450		
Supply contracts monit.	81			82			82		
Construction contracts monitored	10			10			10		
	9.9	801,291		10.0	711,420		8.0	671,062	
POs processed	5,874			6,300			5,500		
Contracts managed	993			948			940		
PCard purchases >\$100	8,665			10,000			11,000		
Field PO's monitored	1,040			900			1,200		
Oversite of storerooms	0			27			27		
	90.9	4,396,926		90.0	4,685,016		106.0	5,331,394	
Daily RCA status reports	240			235			240		
Construction contracts tracked	425			425			425		
CIP prepared	1			1			1		
CIP tracking	52			52			52		
	9.0	726,134		10.0	756,162		10.0	727,393	

FISCAL YEAR 2004 BUDGET

Department Program Summary

Fund Name : Pub Wrks & Engr/Public Utilities
Department Name : Public Works and Engineering
Fund/Department No. : 701 / 20

Program Description	Program Objectives
Office of the Director 1940 Office of the Director 1916 Provide executive leadership and strategic planning for all groups and divisions within the department. Oversee the delivery of all public utilities and infrastructure maintenance services.	Provide administrative oversight; establish priorities and policies for timely and cost effective delivery of services to all customers.
Human Resources/Administration 1812 Payroll & Personnel 1917 Provide personnel administration, payroll management and workers compensation case management services for PWE.	Hire and promote qualified employees to meet the department's staffing needs; provide coordination of benefits, FMLA and EPEs for the department; process approximately 110,000 payroll checks annually with less than a 0.1% error rate.
Resource Management 1910 Facilities Operations 1918 Manage funds for the operation and maintenance of the 611 Walker facility which is overseen by the Building Services Department.	Provide necessary funding to Building Services; operate and maintain a top quality, high calibre facility that's consistent with other major downtown facilities.
Human Resources/Administration 1812 Security Management 1919 Manage physical security of 750 facilities, including CCTV, Access Control, and Alarm systems with an emphasis on protecting people, City assets and information. Administer Roving Patrol Program.	Maintain Department's Security equipment at 99% Operational Rate. Reduce calls for Police Service, Reported Criminal Activity, and loss of City assets at Public Works & Engineering facilities. Expand security systems to other facilities.
Customer Service 1920 Management and Support Services 1921 Provide administrative and support services for the division, including payroll, personnel, budget, procurement, facilities maint., employee relations, security, safety, contract admin., customer satisfaction, injury mgmt., asset mgmt. and fleet mgmt.	Provide support and resources to Utility Customer Service (UCS) to achieve the goals and objectives of the division: reduce costs, improve customer satisfaction, remove barriers, and increase quality.
Customer Service 1920 Data Processing 1922 Provide telecommunications and network communications for the Utility Customer Information System, water/wastewater billing, field operations, credit and collection systems; process bills for collection.	Provide automated support for customer billing; provide technical support for remote sites; provide meter tracking system; prepare and mail customer water bills; provide users with 99% of computer availability.

FISCAL YEAR 2004 BUDGET

Department Program Summary									
Fund Name : Pub Wrks & Engr/Public Utilities Department Name : Public Works and Engineering Fund/Department No. : 701 / 20									
Program Performance Measures	FY2002 Actual			FY2003 Estimate			FY2004 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
Programs administered	100%			100%			100%		
Oversight operations of the divisions	8			8			9		
CIP oversight	100%			100%			100%		
	4.5	449,970		6.0	420,771		5.0	488,672	
Process hiring/promotion recommendations to HR Dept. within 2 days	98%			99%			99%		
Process 110,000 paychecks with < 0.1% errors	99.97%			99.97%			99.90%		
	30.3	1,448,838		31.0	1,535,883		36.0	1,836,288	
Manage funds to operate the building	100%			100%			100%		
Bill tenants for operating costs	100%			100%			100%		
	0.0	2,823,381		0.0	2,692,000		0.0	2,853,079	
Maintain Security System	99.99%			99.99%			99.99%		
Security Contr. Compliance	100%			100%			100%		
Security system sites	56			56			61		
Reduction in lost/stolen assets reported	90%			80%			80%		
	11.0	884,449		10.2	899,554		11.0	924,056	
Annual devel. hrs/employee	61.16 hrs.			30 hrs.			30 hrs.		
Survey (satisfied cust.)	155/mo.			153/mo.			153/mo.		
Safety train. hrs/employee	6 hrs.			6 hrs.			6hrs.		
Overall cust. satisfaction	92%			95%			95%		
Perf. accident prevention	9 audits			9 audits			15 audits		
	25.9	3,470,379		24.0	3,272,777		23.6	5,382,968	
Production aborts <.5%	0.16%			0.31%			0.31%		
System availability (downtime <.1%)	99.68%			100%			100%		
	35.3	4,119,932		32.4	4,379,588		37.9	2,858,000	

FISCAL YEAR 2004 BUDGET

Department Program Summary	
Fund Name : Pub Wrks & Engr/Public Utilities Department Name : Public Works and Engineering Fund/Department No. : 701 / 20	
Program Description	Program Objectives
Customer Service 1920 Field Services 1923 Restore service to customers. Perform field inspections, investigate customer complaints. Repair meter leaks and water system lines. Locate buried and covered meters. Terminate services to non paying customers and illegal water/sewer users.	Perform new service connections and investigate billing errors on the same day of customer requests; complete emergency turn ons within two hours; repair meters; implement programs to meet customer needs; provide a route maintenance program.
Customer Service 1920 Meter Reading 1924 Read and inspect 420,000 water meters and verify reads. Review non-meter customers and out of service taps for illegal use. Update and investigate meter status of account records.	Continue accuracy of meter reading and inspections; investigate and correct meter status changes in a timely manner; reduce "can't read" accounts.
Customer Service 1920 Customer Accounting 1925 Prepare daily, monthly and yearly financial reports. Process vouchers accurately, so that customers receive their credit. Review and process all customer requested billing adjustments. Research and process all returned checks.	Ensure that all daily, monthly and yearly financial reports are prepared accurately and on time; process all vouchers within a week; research and process all returned checks within a week.
Customer Service 1920 Credits and Collections 1926 Contact delinquent customers for payment of past due bills. Terminate water service if collection efforts are unsuccessful. Assess and collect deposits.	Reduce delinquency in the water and sewer accounts receivables; maintain collection rate at 99% (collection/bill revenue equals collection rate).
Customer Service 1920 Customer Assistance 1927 Provide quality and convenient customer service. Assist customers by way of telephone, walk-ins and administrative hearings. Provide prompt and complete one stop service to resolve customer complaints and billing problems immediately.	Provide prompt, courteous, and convenient customer service.
Customer Service 1920 Meter Shop 1928 Replace damaged 5/8 to 2 inch meters. Test, calibrate and repair 3 to 16 inch meters. Repair and/or replace broken service lines and cut offs. Maintain a warehouse of meters and meter parts. Perform daily investigations of unmetered firelines and sewer connections.	To increase revenues and decrease unaccounted for water by quickly repairing damaged meters, decrease the time between large meter calibration; maintain all meters within 95% accuracy; insure water and sewer services are billed according to City specifications.

FISCAL YEAR 2004 BUDGET

Department Program Summary									
Fund Name : Pub Wrks & Engr/Public Utilities Department Name : Public Works and Engineering Fund/Department No. : 701 / 20									
Program Performance Measures	FY2002 Actual			FY2003 Estimate			FY2004 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
Same day service reconnect	100%			99%			99%		
Same day emer. turn ons	75%			81.5%			99%		
Same day investigations	18.9%			40%			48%		
PreAudit recheck work orders within same day	86%			99%			99%		
	65.0	2,936,426		56.4	3,034,944		67.6	3,261,241	
Actual meters located and read	96%			97%			97.5%		
	72.8	2,351,898		53.1	2,288,702		52.3	1,849,408	
Customer refunds completed within 5 work days	100%			100%			100%		
	21.7	931,965		27.6	1,280,044		28.2	1,379,256	
Record monthly percentage of dollars collected to dollars billed	99%			99%			99%		
	18.7	823,612		20.8	841,570		18.5	862,178	
Telephone wait time (min)	2.49 mins			5 mins.			5 mins.		
Walk-ins max. average wait time (min)	4.25 mins			7 mins.			7 mins.		
Customer request answered within 5 work days	50%			50%			70%		
	61.3	2,434,105		51.3	2,586,886		65.4	2,980,689	
Inspection appointments met	99.3%			99.8%			99.8%		
Automate meters	56,250			52,387			60,000		
Repair/replace on 3" and larger meters/mo.	0			0			0		
	154			99			155		
	85.5	4,907,346		98.1	5,099,544		103.1	5,940,808	

FISCAL YEAR 2004 BUDGET

Department Program Summary

Fund Name : Pub Wrks & Engr/Public Utilities
Department Name : Public Works and Engineering
Fund/Department No. : 701 / 20

Program Description	Program Objectives
<p> Customer Service 1920 Cashiers 1930 Process and balance water payments through the cashiering system and in-house remittance processing system. Research missing or misapplied payments. Create reports of revenue sources and deposits. Balance bank deposits and report revenue to the Controller's Office. </p>	<p> Ensure that all customers receive quality customer service and payments are credited correctly and efficiently; research and process payments in a timely manner; continue to meet all deadlines for financial reporting. </p>

FISCAL YEAR 2004 BUDGET

Department Program Summary

Fund Name : Pub Wrks & Engr/Public Utilities
 Department Name : Public Works and Engineering
 Fund/Department No. : 701 / 20

Program Performance Measures	FY2002 Actual			FY2003 Estimate			FY2004 Budget		
	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$	Program Activities	Budget FTEs	Program Costs \$
Initial deposit accuracy	99.98%			99.90%			99.90%		
Deposit available within one day	99.98%			99.90%			100%		
		13.0	817,694		12.0	945,282		12.8	998,450
Total	<u>2,020.1</u>	<u>549,434,397</u>		<u>2,097.6</u>	<u>561,434,983</u>		<u>2,407.7</u>	<u>589,410,200</u>	

FISCAL YEAR 2004 BUDGET

Fund Name : Pub Wrks & Engr/Public Utilities
 Department Name : Public Works and Engineering
 Fund / Department No. : 701 / 20

NO. of POSITIONS	JOB DESCRIPTION	JOB CLASS CODE	PAY GRADE
6	ACCOUNT CLERK	3411	10
1	ACCOUNTANT	3421	17
5	ACCOUNTANT ASSOCIATE	3420	15
2	ACCOUNTANT SUPERVISOR	3426	24
11	ADMINISTRATION MANAGER	3029	26
32	ADMINISTRATIVE AIDE	3011	10
46	ADMINISTRATIVE ASSISTANT	3022	17
35	ADMINISTRATIVE ASSOCIATE	3021	13
9	ADMINISTRATIVE COORDINATOR	3026	24
1	ADMINISTRATIVE COORDINATOR((EXEC LEV)	3027	24
19	ADMINISTRATIVE SPECIALIST	3025	20
2	ADMINISTRATIVE SPECIALIST(EXEC LEV)	3028	20
23	ADMINISTRATIVE SUPERVISOR	3035	22
2	ASSISTANT CHIEF INSPECTOR	7965	25
1	ASSISTANT CITY ATTORNEY I	6031	21
1	ASSISTANT COMMUNICATIONS SUPERVISOR	4485	21
5	ASSISTANT CUSTOMER SERVICE MAN	8870	26
9	ASSISTANT DIRECTOR(EXEC LEV)	3062	32
7	ASSISTANT DIRECTOR-P. W.(EXEC LEV)	8042	34
2	ASSISTANT ELECTRICAL SUPERVISOR	5236	22
3	ASSISTANT INDUSTRIAL MECHANIC	5281	11
1	ASSISTANT LABORATORY CHIEF	7615	28
1	ASSISTANT OPERATIONS MANAGER	4394	22
13	ASSISTANT P. W. MAINT MANAGER	8033	26
12	ASSISTANT P. W. OPERATIONS MANAGER	8023	26
3	ASSISTANT SHOP MANAGER	5781	20
2	ASSISTANT SUPERINTENDENT	5762	20
3	AUDITOR SUPERVISOR	3515	25
8	BUYER	3631	16
2	CAR ATTENDANT LEADER	6512	10
1	CAR ATTENDANT SUPERVISOR	6515	13
3	CARPENTER	5203	14
2	CARPENTER LEADER	5206	19
5	CHEMIST I	7661	14
13	CHEMIST II	7662	17
7	CHEMIST III	7663	21
5	CHEMIST IV	7664	23
7	CHIEF ENGINEER	7786	31
2	CLERK	4812	05
1	CLERK TYPIST	4911	06
2	COMMUNICATIONS TECHNICIAN	4481	15
1	COMMUNITY INVOLVEMENT COORDINATOR	8232	22
2	COMMUNITY LIAISON	6412	18
6	COMPUTER OPERATOR	4360	10
1	CONTRACT ADMINISTRATOR	3871	22
5	CONTRACT COMPLIANCE OFFICER II	3862	18
6	CONTRACT COMPLIANCE OFFICER II	3863	22
3	CUSTOMER SERVICE CASHIER	4877	12
2	CUSTOMER SERVICE MANAGER	8871	29
50	CUSTOMER SERVICE REP I	8862	13
23	CUSTOMER SERVICE REP II	8863	15

FISCAL YEAR 2004 BUDGET

Fund Name : Pub Wrks & Engr/Public Utilities
 Department Name : Public Works and Engineering
 Fund / Department No. : 701 / 20

NO. of POSITIONS	JOB DESCRIPTION	JOB CLASS CODE	PAY GRADE
30	CUSTOMER SERVICE REP III	8866	16
3	CUSTOMER SERVICE SECTION CHIEF	8868	22
15	CUSTOMER SERVICE SUPERVISOR	8867	18
1	DATA ENTRY OPERATOR	4311	08
1	DATABASE ADMINISTRATOR	4461	25
20	DEPUTY ASSISTANT DIRECTOR	3063	30
1	DEPUTY ASSISTANT DIRECTOR-P. U.(EXEC LEV)	8041	30
3	DEPUTY DIRECTOR-PUBLIC WORKS(EXEC LEV)	5750	36
3	DISPATCHER	5031	08
20	DIVISION MANAGER	3030	29
2	ELECTRICAL ESTIMATOR	5235	23
7	ELECTRICAL SUPERINTENDENT	5238	26
31	ELECTRICIAN	5232	18
10	ENGINEER	7784	25
1	ENVIRONMENTAL INVESTIGATOR I	7811	14
12	ENVIRONMENTAL INVESTIGATOR II	7812	16
6	ENVIRONMENTAL INVESTIGATOR III	7813	20
3	ENVIRONMENTAL INVESTIGATOR IV	7814	23
1	ENVIRONMENTAL INVESTIGATOR V	7815	28
1	EQUIPMENT OPERATOR III	5313	13
4	EXECUTIVE SECRETARY	4922	15
1	EXECUTIVE STAFF ANALYST(EXEC LEV)	3046	30
84	FIELD SUPERVISOR	5147	17
1	FINANCIAL ANALYST II	3562	18
2	FINANCIAL ANALYST IV	3564	25
8	GENERAL SUPERINTENDENT	5761	21
6	GIS TECHNICIAN	4431	12
3	GRADUATE ENGINEER I	7781	14
3	GRADUATE ENGINEER II	7782	17
10	GRADUATE ENGINEER III	7783	22
2	HUMAN RESOURCES ASSISTANT	4014	13
2	HUMAN RESOURCES SUPERVISOR	4027	24
2	HUMAN RESOURCES TECHNICIAN	4017	12
2	INDUSTRIAL MECHANIC	5282	17
2	INFORMATION SYSTEMS ADMINISTRATOR	4471	30
19	INSPECTOR	7962	18
14	INVENTORY MANAGEMENT SUPERVISOR	3618	17
20	INVENTORY MANAGMENT CLERK	3615	09
2	IRM MANAGER	4662	29
1	IRON WORKER	5283	13
4	LABORATORY SUPERVISOR	7613	24
4	LABORER	5133	04
2	LAN SPECIALIST	4387	26
1	LEGAL ASSISTANT I	6021	12
1	LEGAL WORD PROCESSOR	4936	11
1	MACHINIST	5285	14
1	MAILROOM SUPERVISOR	5011	13
4	MAINTENANCE MECHANIC I	5271	08
7	MAINTENANCE MECHANIC II	5272	12
21	MAINTENANCE MECHANIC III	5273	14
3	MAINTENANCE SUPERVISOR	5771	16
1	MANAGEMENT ANALYST II	3083	18

FISCAL YEAR 2004 BUDGET

Fund Name : : Pub Wrks & Engr/Public Utilities
 Department Name : : Public Works and Engineering
 Fund / Department No. : 701 / 20

NO. of POSITIONS	JOB DESCRIPTION	JOB CLASS CODE	PAY GRADE
2	MANAGEMENT ANALYST III	3084	21
14	MANAGEMENT ANALYST IV	3085	25
1	MECHANIC HELPER	5461	05
4	MECHANIC I	5462	11
14	MECHANIC II	5463	15
24	MECHANIC III	5464	19
47	METER READER	5246	07
1	MICROBIOLOGIST II	7712	17
7	OFFICE SERVICE MANAGER	5022	23
21	OFFICE SUPERVISOR	5021	17
1	OPERATIONS MANAGER	4395	27
4	OPERATIONS SUPERVISOR	4391	18
27	P. W. MAINT SECTION CHIEF	8032	22
9	P. W. MAINTENANCE MANAGER	8034	29
13	P. W. OPERATIONS SECTION CHIEF	8022	22
5	PAINTER	5222	11
1	PAINTER AIDE	5221	04
1	PAINTER LEADER	5226	15
2	PAYROLL CLERK	3711	09
3	PAYROLL SUPERVISOR	3714	17
1	PBX ATTENDANT	4822	08
10	PLAN ANALYST	7982	14
1	PLAN ANALYST SUPERVISOR	7986	22
42	PLANT OPERATOR	5612	11
29	PLANT OPERATOR SUPERVISOR	5616	19
51	PLANT OPERATOR TRAINEE	5611	06
1	PLUMBER	5242	14
1	PLUMBER LEADER	5245	18
1	PROCUREMENT SPECIALIST	3633	24
2	PROGRAMMER ANALYST I	4521	16
3	PROGRAMMER ANALYST II	4522	19
6	PROGRAMMER ANALYST III	4523	22
9	PROGRAMMER ANALYST IV	4524	25
10	PROJECT MANAGER	8011	24
1	PROJECT TECHNICIAN I	7761	08
2	PROJECT TECHNICIAN II	7762	13
8	PROJECT TECHNICIAN III	7763	17
4	PROJECT TECHNICIAN IV	7764	20
1	PUBLIC WORK DIRECTOR	8002	39
1	PURCHASING SUPERVISOR	3634	27
2	RECEPTIONIST	4821	07
5	SAFETY COORDINATOR	4162	15
1	SAFETY OFFICER	4173	21
7	SAFETY REPRESENTATIVE	4172	19
5	SAFETY SUPERVISOR	4176	24
1	SEMI-SKILLED LABORER	5134	06
11	SENIOR ACCOUNT CLERK	3412	13
3	SENIOR ACCOUNTANT	3422	20
3	SENIOR ASSISTANT CITY ATTORNEY	6043	34
3	SENIOR AUDITOR	3514	21
9	SENIOR BUYER	3632	22
7	SENIOR CLERK	4813	08

FISCAL YEAR 2004 BUDGET

Fund Name : : Pub Wrks & Engr/Public Utilities
 Department Name : : Public Works and Engineering
 Fund / Department No. : 701 / 20

NO. of POSITIONS	JOB DESCRIPTION	JOB CLASS CODE	PAY GRADE
3	SENIOR COMMUNICATIONS SPECIALIST	8712	20
2	SENIOR COMMUNICATIONS TECHNICIAN	4482	19
10	SENIOR COMPUTER OPERATOR	4362	14
1	SENIOR CONTRACT ADMINISTRATOR	3872	27
10	SENIOR CUSTOMER SERVICE CLERK	8852	12
7	SENIOR DATA CONTROL CLERK	4322	12
5	SENIOR DATA ENTRY OPERATOR	4312	12
21	SENIOR DISPATCHER	5032	12
16	SENIOR ENGINEER	7785	29
7	SENIOR GIS TECHNICIAN	4432	17
5	SENIOR HUMAN RESOURCES SPECIALIST	4023	21
3	SENIOR INSPECTOR	7964	22
2	SENIOR INSTRUMENT TECHNICIAN	5423	14
1	SENIOR LEGAL ASSISTANT	6024	18
1	SENIOR MICROCOMPUTER ANALYST	4672	23
11	SENIOR PAYROLL CLERK	3712	13
2	SENIOR PLAN ANALYST	7983	18
62	SENIOR PLANT OPERATOR	5613	15
2	SENIOR PROJECT MANAGER	8012	27
16	SENIOR SLUDGE PROCESSOR	5642	15
2	SENIOR STAFF ANALYST	3042	28
1	SENIOR SUPERINTENDENT	5764	27
2	SENIOR TELECOMMUNICATIONS SPECIALIST	4422	21
3	SENIOR TRAINER	4213	21
52	SENIOR UTILITY MECHANIC	5145	16
4	SHOP MANAGER	5782	23
2	SLUDGE PROCESSOR	5641	11
1	SPECIFICATION ANALYST	3673	27
49	SR INVENTORY MANAGEMENT CLERK	3616	12
1	SR PUBLIC LOSS INVESTIGATOR	6672	24
1	STABLE ATTENDANT	5171	08
2	STAFF ANALYST	3041	26
2	STOREKEEPER	3611	08
4	STUDENT INTERN I	4810	02
9	STUDENT INTERN II	3095	10
5	SUPERINTENDENT	5763	24
2	SYSTEMS ACCOUNTANT II	3432	23
1	SYSTEMS ACCOUNTANT III	3433	27
2	SYSTEMS ACCOUNTANT IV	3434	29
12	SYSTEMS CONSULTANT	4565	26
2	SYSTEMS SUPPORT ANALYST I	4561	16
2	SYSTEMS SUPPORT ANALYST II	4562	19
3	SYSTEMS SUPPORT ANALYST IV	4564	25
15	TECHNICAL HARDWARE ANALYST I	4411	17
27	TECHNICAL HARDWARE ANALYST II	4412	21
9	TECHNICAL HARDWARE ANALYST III	4413	23
1	TRAINER	4211	17
2	TRAINING ADMINISTRATOR	4222	24
42	UTILITY MECHANIC	5146	12
119	UTILITY WORKER I	5141	04
231	UTILITY WORKER II	5142	
182	UTILITY WORKER III	5143	12

FISCAL YEAR 2004 BUDGET

Fund Name : : Pub Wrks & Engr/Public Utilities
Department Name : : Public Works and Engineering
Fund / Department No. : 701 / 20

NO. of POSITIONS	JOB DESCRIPTION	JOB CLASS CODE	PAY GRADE
137	UTILITY WORKER IV	5144	15
116	WATER SERVICE INSPECTOR I	5631	11
22	WATER SERVICE INSPECTOR II	5632	15
14	WATER SERVICE INSPECTOR III	5633	17
2	WORD PROCESSOR	4931	10
<hr/>			
2,535.0	Total Positions		
127.3	Less adjustment for Vacancies and Part-Time Employees		
2,407.7	Full-Time Equivalents		

FISCAL YEAR 2004 BUDGET

Department Revenue Summary

Fund Name : Pub Wrks & Engr/Public Utilities
Department Name : Public Works and Engineering
Fund/Department No. : 701 / 20

Source	Description	Program Org	Program Name	FY2003 Budget	FY2003 Estimate	FY2004 Budget
7210	Defensive Driving Fees	1817	Safety	5,500	5,500	5,500
7386	Intfd Employee Training Matrls	1818	Professional Development	125,000	52,900	137,500
7680	Training Services	1818	Professional Development	16,800	35,100	8,400
6438	Storm Water Qual Mgmt Permit	1821	Technical Support	0	20,000	20,000
6650	Development Permits	1821	Technical Support	190,000	190,000	190,000
7596	Utility District Appl Review	1821	Technical Support	23,000	38,000	38,000
7640	City Maps & Related Items	1822	Graphic Engineering	5,000	5,500	5,500
7316	Intfd Comunicatn Equip Repair	1823	Information Systems	291,000	291,000	291,000
7362	Intfd Antenna Rental Contract	1823	Information Systems	105,000	0	0
7334	Intfd Utility Services	1841	Management and Quality Control	3,000	3,000	3,000
7910	Disposal Fees	1841	Management and Quality Control	12,000	12,000	12,000
7915	Fertilizer Sales	1841	Management and Quality Control	80,000	40,000	30,000
6440	Indus Waste Discharge Permits	1845	Collection System Operations	10,000	10,000	10,000
8515	Sale Of Obsolete City Vehicles	1861	Management and Support	275,000	275,000	200,000
7333	Intfd Fleet Maintenance	1862	Fleet Maintenance	15,000	15,000	15,000
7378	Intfd Vehicle Fuel	1880	Inventory Support Division	1,500,000	1,500,000	1,500,000
7380	Intfd Vehicle Repair	1880	Inventory Support Division	30,000	30,000	30,000
7955	Aband/Rerouting Of Srvc Lines	1911	Financial Management	26,000	80,000	80,000
8025	Facility Rental Fees	1911	Financial Management	5,549,000	5,549,000	5,549,000
8300	Interest On Pooled Investments	1911	Financial Management	23,000,000	17,000,000	14,653,000
8500	Sale Of Scrap Metal	1911	Financial Management	15,000	23,000	23,000
8535	Sale Of Land	1911	Financial Management	1,161,400	1,161,400	1,161,400
8800	Judgments & Claims	1911	Financial Management	0	11,200	0
8825	Recoveries & Refunds	1911	Financial Management	140,000	146,000	140,000
8828	Recover damage-infrastructure	1911	Financial Management	0	17,000	17,000
8830	Prior Year Expend Recovery	1911	Financial Management	17,000	2,000	2,000
8850	Adj To Allowances	1911	Financial Management	0	200	0
8855	Miscellaneous Revenue	1911	Financial Management	25,000	25,000	25,000
9060	Escrow Deposit-Bond Refunding	1911	Financial Management	0	62,100	0
9410	Contributions From Others	1911	Financial Management	0	0	12,319,000
9999	Provision for Bad Debt	1911	Financial Management	(1,000,000)	0	(1,000,000)
7410	Indirect Cost Rec-Wtr & Swr Fd	1925	Customer Accounting	18,000	18,000	18,000
7624	Engineering Inspection Fees	1925	Customer Accounting	360,000	360,000	360,000
7645	Miscellaneous Copies Fees	1925	Customer Accounting	3,000	3,000	3,000
7900	Sewer Service Revenue	1925	Customer Accounting	270,703,900	262,703,900	272,618,000
7905	Sewer Service Penalties	1925	Customer Accounting	1,969,500	1,969,500	1,969,500
7920	Retail Water Sales	1925	Customer Accounting	226,444,900	217,444,900	229,428,000
7925	Bulk Water Sales - Treated	1925	Customer Accounting	13,361,700	13,361,700	12,566,000
7930	Bulk Water Sales - Untreated	1925	Customer Accounting	33,079,800	33,079,800	33,063,000
7935	Water Service Penalties	1925	Customer Accounting	1,771,600	1,771,600	1,771,600
7945	Delinquent Reconnection Fees	1925	Customer Accounting	190,000	190,000	190,000
7960	Meter Installations Fees	1925	Customer Accounting	400,000	400,000	400,000
7965	Tap Installations Fees	1925	Customer Accounting	1,000	1,000	1,000
7970	Fire Sprinkler Fees	1925	Customer Accounting	1,218,000	1,218,000	1,218,000
7975	Meter Testing Fees	1925	Customer Accounting	300	300	300
7980	Water Meter Rental Fees	1925	Customer Accounting	53,000	53,000	53,000
7985	Transient Meter Relocation Fee	1925	Customer Accounting	6,000	13,000	13,000
7990	Collection Fees	1925	Customer Accounting	100	100	100
7993	New Customer Fees	1925	Customer Accounting	200,000	200,000	200,000
7997	Account Record Fees	1925	Customer Accounting	2,000	2,000	2,000
8210	Release Of Liens	1925	Customer Accounting	400	400	400
8230	Returned Check Charges	1925	Customer Accounting	70,000	70,000	70,000
Total Public Works and Engineering				581,472,900	559,460,100	589,410,200

FISCAL YEAR 2004 BUDGET

Fund Name : Pub Wrks & Engr/Public Utilities
Department Name : Public Works and Engineering
Fund/Department No. : 701 / 20

ACCT	DESCRIPTION	FY2002 Actual	FY2003 Budget	FY2003 Estimate	FY2004 Budget
1100	Salary-Base Pay-Civilian	63,788,432	69,509,386	66,533,600	74,290,935
1105	Salary-Part Time-Civilian	30,288	12,838	20,816	32,540
1110	Premium Pay-Civilian	456,678	589,400	565,028	580,918
1113	Bilingual Pay-Civilian	53,744	61,467	57,068	50,295
1120	Overtime-Civilian	9,514,744	6,406,500	9,743,915	5,719,361
1130	Termination Pay-Civilian	2,700,275	1,497,674	1,469,200	1,581,558
1135	Pension-Civilian	6,496,544	6,950,985	6,755,511	7,429,068
1140	Social Security-Civilian	5,700,090	5,797,932	5,874,172	6,110,279
1145	Health/Life Ins Active Civilian	8,519,139	11,285,898	10,076,872	13,941,325
1146	Health/Life Ins Retiree Civilian	2,712,510	2,637,155	3,382,807	3,668,929
1155	Vehicle Allowance-Civilian	7,420	9,270	4,646	5,200
1160	Trainees for Classified Srvc	3,573	0	0	0
1300	Temporary Employees	0	1,000	0	0
1405	Workers Compensation-Civilian	2,588,153	2,745,933	2,739,669	2,760,721
1415	Unemployment Claims	56,878	60,961	57,953	49,290
1420	Long Term Disability	90,865	106,355	129,381	139,455
Total Personnel Services		102,719,333	107,672,754	107,410,638	116,359,875
2130	Chem, Gases & Spec Fluids	8,298,081	9,641,300	8,977,600	9,572,600
2135	Cleaning and Sanitary Supplies	95,371	105,400	119,000	114,200
2200	Construction Materials	1,357,542	1,378,800	1,315,100	1,314,500
2205	Electrical Hardware & Parts	492,756	516,400	557,900	591,400
2210	Mechanical Hardware & Parts	383,183	370,100	417,400	434,900
2211	Meters, Hydrants & Plumb Supplies	1,450,340	1,752,500	1,456,950	1,504,250
2300	Audio-Visual Supplies	38,032	43,100	33,861	37,100
2305	Computer Supplies	522,524	294,778	456,097	294,500
2306	Paper & Printing Supplies	264,905	126,100	250,750	232,098
2315	Publications & Printed Materials	54,808	78,100	68,550	59,985
2323	Postage	1,299,287	104,500	1,326,700	1,706,265
2325	Miscellaneous Office Supplies	628,186	515,000	612,600	550,200
2400	General Laboratory Supplies	152,128	167,500	167,540	153,400
2405	Drugs & Medical Chemicals	1,750	3,100	3,100	2,100
2412	Medical & Surgical Supplies	30,838	10,400	7,182	7,100
2415	Small Tech & Scientific Equip	442,707	964,200	972,500	1,114,500
2600	Fuel	3,329,868	2,833,600	3,042,100	2,915,800
2605	Vehicle Repair & Maint Suppl	993,457	1,067,100	992,400	1,007,200
2701	Clothing	400,306	446,300	403,400	398,300
2702	Food Supplies	22,441	22,500	22,500	9,500
2708	Landscapeing & Garden Supplies	3,415	500	532	0
2709	Small Tools & Minor Equipment	1,004,146	972,000	841,100	903,400
2738	Miscellaneous Parts & Supplies	1,836,471	1,378,900	1,701,613	1,584,600
Total Supplies		23,102,542	22,792,178	23,746,475	24,507,898
3100	Janitorial Services	534,601	598,300	595,600	667,300
3105	Security Services	567,306	693,500	706,900	851,159
3107	Temporary Personnel Services	1,968,267	1,430,000	1,225,838	882,000
3205	Insurance Fees	3,868,756	5,623,300	3,853,500	4,800,500
3300	Accounting & Auditing Services	163,677	100,000	92,500	100,000

FISCAL YEAR 2004 BUDGET

Fund Name : Pub Wrks & Engr/Public Utilities
Department Name : Public Works and Engineering
Fund/Department No. : 701 / 20

ACCT	DESCRIPTION	FY2002 Actual	FY2003 Budget	FY2003 Estimate	FY2004 Budget
3305	Advertising Services	43,653	21,500	35,600	174,900
3315	Engineering Service	7,098,120	10,661,400	9,514,000	9,225,000
3321	Computer Info/Contracting Svc	627,584	808,400	793,000	596,300
3323	Information Resource Services	1,387	1,200	1,200	1,200
3325	Medical, Dental & Lab Services	60,515	39,300	46,567	46,900
3330	Legal Services	41,827	138,800	328,924	127,600
3335	Management Consulting Services	273,810	327,500	331,500	592,500
3344	Photographic Services	435	200	200	200
3345	Miscellaneous Support Services	2,817,379	3,751,000	2,757,880	2,879,850
3400	Real Estate Lease/Office Rental	6,582	0	11,920	0
3402	Parking Space Rental	168,296	90,600	106,500	117,300
3404	Metro Commuter Passes	33,360	29,000	32,862	35,800
3405	Vehicle/Equipment Rental/Lease	36,615	122,500	74,918	56,500
3409	Office Equipment Rental	331,563	308,300	289,175	310,900
3420	Other Rental	420,581	320,000	374,200	363,700
3500	Electricity	37,526,626	35,948,952	32,382,920	33,814,820
3505	Natural Gas	3,759,321	4,171,200	4,591,700	5,104,000
3510	Telephone	2,090,626	1,961,600	1,992,600	2,184,700
3515	Communication Lines	1,225,801	1,277,411	1,066,720	992,402
3525	Refuse Disposal	3,330,566	3,950,100	3,819,950	3,558,100
3600	Building Maintenance Services	2,689,926	2,795,300	2,948,080	3,094,100
3605	Land and Grounds Maintenance	255,161	649,800	1,121,800	1,787,000
3610	Infrastructure Maintenance Svc	11,650,144	4,853,300	3,994,600	4,800,000
3615	Computer Eq/Software Maint Svc	1,574,821	2,207,600	2,148,400	2,352,810
3616	Communications Equip Services	83,386	115,200	118,700	93,000
3625	Office Equipment Services	108,827	112,800	141,246	100,600
3626	Vehicle & Motor Equip Services	1,507,062	1,556,000	1,637,700	1,693,300
3635	Other Equipment Services	3,643,459	4,572,800	4,553,200	4,328,000
3706	IntFd Environmental Inspection	309,890	250,000	250,000	250,000
3725	IntFd Electrical Maintenance	3,900	6,300	2,300	5,400
3768	Other Interfund Services	3,336,139	4,006,277	3,546,000	3,663,500
3775	Intfnd IT Network Services	0	0	0	770,256
3794	Print Shop Services	61,033	44,000	58,200	45,700
3798	Indirect Cost Recovery Payment	6,877,066	6,877,066	6,877,066	4,695,574
3799	Mail/Delivery Services	10,238	12,200	12,200	13,200
3805	Printing & Reproduction Svcs	52,385	106,700	90,395	106,900
3810	Demolition Services	465,736	200,000	223,212	200,000
3811	Construction Site Work Services	158,139	100,000	100,000	100,000
3813	Other Construction Work Services	26,229	230,000	200,000	200,000
3815	Sewer Authority Contracts	482,267	674,500	674,500	431,800
3820	Water Authority Contracts	12,039,506	14,500,000	13,309,746	15,085,000
3821	Water Authority Cont-Debt Serv	0	32,189,388	30,994,755	32,700,828
3822	CWA - Maintenance & Operations	940,832	990,000	974,702	995,000
3823	Contracts/Sponsorships	571,269	1,640,000	1,970,300	2,330,000
3827	HAWC-Maintenance & Operations	0	0	0	2,100,000
3828	HWAC - Debt Service	0	0	0	2,237,000
3830	State/Federal Inspection Fees	976,485	1,100,000	1,296,000	1,296,000
3832	Arbitrage Expenses	31,381	0	0	0

FISCAL YEAR 2004 BUDGET

Fund Name : Pub Wrks & Engr/Public Utilities
Department Name : Public Works and Engineering
Fund/Department No. : 701 / 20

ACCT	DESCRIPTION	FY2002 Actual	FY2003 Budget	FY2003 Estimate	FY2004 Budget
3840	Assessments-Other Govts	914,097	910,000	910,000	915,000
3855	Document Recording/Filing Fees	1,223	700	700	700
3860	Billing & Collection Services	308,718	1,850,000	420,000	365,000
3875	Claims and Judgements	665,169	500,000	500,000	500,000
3880	Contingency/Reserve	55,000	0	0	0
3890	Cashier Shortages	52	500	500	500
3895	Misc Other Services & Charges	1,024,694	833,100	1,104,000	1,002,600
3897	Tuition Reimbursement	0	0	0	2,000
3900	Education & Training	327,821	443,500	426,400	459,400
3905	Membership & Professional Fees	399,598	410,700	404,731	411,600
3910	Travel-Training Related	147,260	145,100	97,400	121,400
3950	Travel-Non-training Related	40,113	69,100	42,120	52,300
3960	Motor Pool Charges	517	4,200	2,604	400
3970	Freight Charges	331	2,200	2,200	2,200
Total Other Services and Charges		118,737,128	157,332,394	146,180,431	156,791,699
5641	Transfers to Special non-reoccur Prj.	(3,966,024)	0	0	0
5706	System Debt Service	207,415,173	227,856,226	207,849,000	218,343,000
5715	Renewal & Replacement	0	2,433,443	0	26,698,280
5716	System Any Lawful Purpose Transfer	51,926,652	11,462,000	36,462,000	0
5721	Discretionary Debt	36,478,593	35,947,432	23,811,000	30,021,053
5725	Equipment Acquisition	13,021,000	15,976,473	15,976,000	16,688,395
Total Debt Service and Other Uses		304,875,394	293,675,574	284,098,000	291,750,728
Grand Total Expenditures		549,434,397	581,472,900	561,435,544	589,410,200